



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520

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DEC 22 2004

From: Chief of Naval Operations

Subj: REQUIREMENTS FOR THE ELECTRONIC QUESTIONNAIRES FOR
INVESTIGATIONS PROCESSING (E-QIP)

Ref: (a) CNO NAVADMIN 274/04 7 Dec 04
(b) CNO NAVADMIN 247/04 082350Z Sep 03
(c) SECNAVINST 5510.30A

1. In the very near future, Joint Clearance Access Verification System (JCAVS) users will have the authority to initiate an electronic personnel security investigation (PSI) request to the Office of Personnel Management (OPM).
2. The OPM established the Electronic Questionnaires for Investigations Processing (e-QIP) that collects and stores the information required by OPM for processing PSIs. E-QIP permits electronic entering, updating and the release of personal investigative information over a secure Internet connection to their sponsoring command for review, approval, and submission to OPM. Current procedures for submission of PSIs are addressed in reference (a).
3. The Department of Defense (DoD) plans to have all of DoD using e-QIP by the end of FY05. The Joint Personnel Adjudication System (JPAS) will be the e-QIP portal so all requesters will need to be operating JPAS before we can begin e-QIP deployment.
4. The system has been designed to operate in a web-based environment and data is encrypted at 128-bit. E-QIP works with Netscape, Internet Explorer, and Mozilla-based web browsers.
5. Prior to submission of e-QIP through JPAS, the JPAS validates that the investigation, is in fact, required. One of the validation points is the command access which is reflected on the JCAVS Person Summary, under the Non-SCI Access section, next to "US".

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6. Recently a JPAS report was obtained to determine the number of Department of Navy (DON) users who are not annotating command local access as required by references (b) and (c). There were more than 1450 Security Management Offices NOT in compliance with reference (b). Commands must use JCAVS exclusively to document command access, communicate with the DON CAF, submit visit requests, and report continuous evaluation to the DON CAF.

7. JCAVS replaces all record keeping requirements as prescribed by reference (b). The Navy's JCAVS User's Manual and JCAVS/e-QIP training classes are posted on www.navysecurity.navy.mil.

8. The CNO(N09N2) point of contact for these matters is Ms. Mary Anderson at (202) 433-8854, DSN 288-8854 or e-mail manderso@ncis.navy.mil.



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